

10 AUDITS	Page 1 of 1
Department of Forensic Science QUALITY MANUAL	Amendment Designator: A
	Effective Date: 1-February-2006
<p style="text-align: center;"><b>10 AUDITS</b></p> <p><b>10.1 Policy</b></p> <p>All Sections of the laboratories will be audited at least annually. The audits may be either internal or external.</p> <p><b>10.2 Internal Audits</b></p> <p>10.2.1 Internal audits are those audits performed by Department personnel to assess compliance with requirements of this manual and other Quality System documentation.</p> <p>10.2.2 The QAC will be responsible for coordinating all internal audits. The QAC will ensure that internal audits are carried out by trained and qualified personnel who are independent of the laboratory being audited, with the exception of the Section Chiefs.</p> <p>10.2.3 Internal audits of the laboratories will be conducted annually.</p> <p>10.2.4 The auditors will use a modified version of the ASCLD/LAB® checklist. The Forensic Biology Section will be audited using the FBI DNA Quality Assurance Audit Document. These checklists are intended as a minimal list of audit items. Auditors will not be restricted to items on these checklists but may pursue any issue affecting quality.</p> <p>10.2.5 Each laboratory will be notified in advance of its audit dates to minimize disruption of operations and to ensure the presence of necessary personnel.</p> <p>10.2.6 Upon completion of the audit, the auditors will give a verbal exit briefing to the Laboratory Director. This will allow verbal responses and clarifications and is designed to avoid "surprises" in the final written report.</p> <p>10.2.7 Section auditors will prepare final reports of their observations and recommendations for each laboratory. The original report will be given to the QAC and a copy to the Laboratory Director within two weeks of completion of the audit. The laboratory may prepare a brief written response, if so desired, which will be appended to the audit report by the QAC. Corrective or preventive actions, if warranted, will be handled according to Section 8 "Discrepancies and Corrective Actions", and Section 9, "Preventive Actions" of this manual.</p> <p>10.2.8 The QAC will assemble a summary of all audit reports and present it to management for review at the Directors' Quality Review Meeting, Section 11, "Management Review".</p> <p><b>10.3 External Audits</b></p> <p>10.3.1 External audits are generally under the control of, and performed by, an auditing body external to the Department.</p> <p>10.3.2 As a general rule, external audits follow the same pattern described above.</p> <p>10.3.3 The Forensic Biology Sections will be audited at least every two years by an external audit group. The audit document will be the FBI DNA Quality Assurance Audit Document.</p> <p>10.3.4 The QAC will be notified of all external audits. The QAC's involvement will vary depending on the auditing body.</p> <p><b>10.4 Documentation</b></p> <p>The QAC will maintain all original audit records. Copies will be furnished to each laboratory, as appropriate.</p> <p style="text-align: right;">► End</p>	